

Mandatory Reference: 577
 File Name: 577mab_091503_cd33
 New Reference: 09/15/2003
 Effective date: 06/16/2003

Table 3. CPIC Decision Criteria and Score Sheet

Investment Title: _____

Executive Sponsor: _____

Reviewer name: _____

Review Date: _____

Topic	Definition	Total Possible Points for the Topic (out of 100)	Subcategories and Questions	Total Possible Score	Recommended Score (to be completed by the reviewer)
1. Value	Demonstration of tangible or measurable benefits resulting from application of requested investment	50	<i>Subcategory - Return on Investment:</i> 1. Has the sponsor identified specific measurable and sustainable efficiencies to be gained in the business process resulting from this investment? 2. Is there evidence and an emphasis placed on identification of reduction of overall cost to conduct the business of the Agency?	20 points for "Return on Investment" subcategory	Assign a score to the subcategory

Table 3. CPIC Decision Criteria and Score Sheet (contd.)

Topic	Definition	Total Possible Points for the Topic (out of 100)	Subcategories and Questions	Total Possible Score	Recommended Score (to be completed by the reviewer)
			<i>Subcategory - Value to the Direct User:</i> 1. Are direct user efficiency goals evident within the justification for the investment? 2. Is the business requirement clearly presented from a business perspective vs. only a technical solution perspective?	<i>20 points for the "Value to the Direct User" subcategory</i>	<i>Assign a score to the subcategory</i>
			<i>Subcategory - Ease of Use:</i> 1. Has the technology solution recommended for investment been assessed for Section 508 accessibility considerations? 2. Is there evidence that the end user will be able to effectively leverage the capabilities of the solution with minimum effort? 3. Is the solution a component of an open-ended solution, integrating with other systems supporting the workflow of the business function?	<i>10 points for the "Ease of Use" subcategory</i>	<i>Assign a score to the subcategory</i>
2. Risk	Assessment of the risks: - to successful implementation;	25	Risk Category 1 <i>Subcategory - Technical Risk:</i>	<i>8 points for all of Risk Category 1</i>	<i>Assign a single score for Risk Category 1</i>

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Topic	Definition	Total Possible Points for the Topic (out of 100)	Subcategories and Questions	Total Possible Score	Recommended Score (to be completed by the reviewer)
	- to USAID of not implementing the initiative.		1. Does the project include the use of technology which is well-known and which has been used before in USAID?		
			2. Does the project include the use of commercial off-the-shelf (COTS) solutions? Does it minimize the use of custom-designed components?		
			3. Is the proposed technology an appropriate solution to the business problem? Will it yield greater results than non-technical solutions?		
			4. Would the investment be implemented in phased, successive chunks that are narrow in scope and brief in duration?		
			<i>Subcategory - Dependencies With Other Systems:</i> Is the project a stand-alone or dependent on other initiatives to succeed?		
			<i>Subcategory - Standards Risks:</i> 1. Do industry standards exist for the technology being considered for the project?		
			2. Will the project be developed and implemented in accordance with USAID and/or Federal standards?		

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Topic	Definition	Total Possible Points for the Topic (out of 100)	Subcategories and Questions	Total Possible Score	Recommended Score (to be completed by the reviewer)
			<i>Subcategory - Definitional Risk:</i> 1. Have the project requirements been written? Are they clear?		
			2. Are the project requirements highly predictable and defined with certainty?		
			Risk Category 2 <i>Subcategory - Risk of Not Doing:</i> Will the investment, if successful, establish USAID's credibility in managing IT capital improvement projects?	10 points for all of Risk Category 2	Assign a single score for Risk Category 2
			<i>Subcategory - Change Management Risk:</i> 1. Does the proposal identify the business problem it would address? Do stakeholders and individuals affected by the project agree that the problem exists?		
			2. If so, do the affected groups have a common vision of the business solution? Does the investment provide a credible solution?		

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Topic	Definition	Total Possible Points for the Topic (out of 100)	Subcategories and Questions	Total Possible Score	Recommended Score (to be completed by the reviewer)
			3. Will the project have minimal impact on the way most staff do their work?		
			<i>Subcategory - Organizational Risk:</i> Is USAID capable of carrying out the organizational changes required for the project to achieve its intended results (i.e., user and business requirements)?		
			<i>Subcategory - Personnel Risk:</i> 1. Does the success of the project depend on new or untested skills, management capabilities, or experience among USAID staff?		
			2. Does the proposal include credible steps to ensure that the new or untested skills, capabilities, or experience will be developed among USAID staff?		
			3. Does USAID have the project/program management staff available with the necessary skills to successfully manage the project? (An example would be that the manager has Project Management Professional (PMP) certification or demonstrated successful experience in requirements development, program and project management, contract management, change management, communications, risk management, and		

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Topic	Definition	Total Possible Points for the Topic (out of 100)	Subcategories and Questions	Total Possible Score	Recommended Score (to be completed by the reviewer)
			interpersonal skills, IT specifications development, and testing for a project whose value was greater than \$5 million.)		
			<i>Subcategory - Political Risk:</i> 1. Does the project provide support to the Administrator or the Administrator's staff?		
			2. Does the project support national security-related or emergency task forces, teams or groups?		
			Risk Category 3 <i>Subcategory - Schedule Risk:</i> 1. Has the sponsor identified factors that might prevent the project manager from completing project tasks on time?	<i>7 points for all of Risk Category 3</i>	<i>Assign a single score for Risk Category 3</i>
			2. Has the sponsor provided a credible plan for mitigating those risks?		
			<i>Subcategory - Contract Risk:</i> 1. Is sufficient justification provided to support the need for more than one contractor?		
			2. Is there sufficient evidence to support the period of performance for the contract in order to successfully complete the project requirements?		

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			3. Is there evidence that the skill sets provided by the contractor are sufficient to deliver the project requirements?		
			<i>Subcategory - Costing Risks:</i>		
			1. Has funding for the project been approved for use by OMB?		
			2. Is there evidence that a comparative cost has been provided to determine that the estimated project costs are credible against market norms?		
			3. Is there evidence to demonstrate a high probability of attaining the projected Return on Investment (ROI)?		
			4. Is the estimated probability of attaining the projected ROI very high?		
			5. Is there evidence to demonstrate a high probability of obtaining the estimated funding within the required time frame?		
3. Cost	Assessment of the extent to which the initiative either saves money or resources and the extent to which key cost factors have been	25	<i>Subcategory - Technology & Software:</i> Does the proposal include estimates for hardware, software, and telecommunications needed to develop and implement the system?	<i>4 points for the subcategory</i>	<i>Assign points for the subcategory</i>

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	considered				
			<p><i>Subcategory - Personnel:</i></p> <p>Does the proposal include a cost estimate for in-house and contractor personnel required to develop, implement, and maintain the system?</p>	<i>5 points for the subcategory</i>	<i>Assign points for the subcategory</i>
			<p><i>Subcategory - Change Management:</i></p> <p>Does the proposal include a plan for implementing changes needed to achieve the projected benefits of the system and a realistic cost estimate for implementing the plan?</p>	<i>8 points for the subcategory</i>	<i>Assign points for the subcategory</i>
			<p><i>Subcategory – Life-Cycle Costs:</i></p> <p>Does the proposal address the technology and software, personnel, facilities, and other costs across the system life cycle, including development, implementation, and maintenance?</p>	<i>8 points for the subcategory</i>	<i>Assign points for the subcategory</i>

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4. IT Security	Indication of whether or not the appropriate officials have determined that the investment meets computer security and privacy protection requirements.	Y/N	<i>Subcategory - Policy Compliance:</i> Does the proposal include an information system security risk assessment that has been reviewed for consistency with ADS 545 (Information Security) and been approved by the Information Systems Security Officer (ISSO)?	Y/N	<i>Indicate Yes or No</i>
			<i>Subcategory - Privacy Impact Assessment:</i> Has a Privacy Impact Assessment has been completed on the investment and been approved by the CIO? (See E-Gov Act)	Y/N	<i>Indicate Yes or No</i>
5. Alternatives	Assessment of the potential investment against alternative methods to achieve the same functional need.	Y/N	<i>Subcategory - Viability of Alternatives:</i> 1. Have viable alternatives for E-Gov solutions been considered? 2. Has the investment reflected the balance of performance, priorities, and business imperatives related to each alternative or similar initiative?	Y/N	<i>Indicate Yes or No</i>

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Topic	Definition	Total Possible Points for the Topic (out of 100)	Subcategories and Questions	Total Possible Score	Recommended Score (to be completed by the reviewer)
6. EA Relationships	Evidence that the Enterprise Architecture has been applied to inform the investment request.	Y/N	<p>1. Have enterprise (Agency-wide) business line functions been identified which the solution will support?</p> <p>2. Has the Federal Enterprise Architecture (FEA) Performance Reference Model (PRM) been referenced? (See http://www.feapmo.gov)</p> <p>3. Has a correlation to the EA service architecture been referenced in the solution?</p> <p>4. Has a correlation to the EA technical architecture been referenced in the solution?</p>	Y/N	<i>Indicate Yes or No</i>
7. Government Function Consideration	Determination of whether or not the proposed investment supports a core/priority mission function that needs to be performed by the Federal government and that no alternative private sector or governmental source can efficiently support the function.	Y/N	1. Does another agency have an IT solution with the same functionality?	Y/N	<i>Indicate Yes or No</i>
		Y/N	2. Should USAID seek partnership with another agency to develop a cross-investment strategy to meet the need?	Y/N	<i>Indicate Yes or No</i>
		Y/N	3. Does the investment contribute to the Agency's ability to deliver better services in one or more of the following areas: G2C, G2B, G2G, or IEE (internal effectiveness and efficiency)?	Y/N	<i>Indicate Yes or No</i>

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